

City of Chattanooga, TN
Personnel Class Specification

Class code 0171

FLSA: Exempt

CLASSIFICATION TITLE: CHIEF OF STAFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as chief administrator in the Mayor's Office by performing management responsibilities in overseeing the daily operations of the city, directing the implementation of new programs and policies, performing staff liaison duties for the Mayor, and managing various projects and administrative functions as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Assists Mayor in supervising city departments, operations and services; develops long-term goals and strategic plans for implementing new and improved programs, services and functions.

Represents the Mayor at official functions, public events, staff meetings, board meetings and others.

Researches and analyzes current practices and trends in local government administration; prepares management reports, policy statements, resolutions, ordinances and other materials for consideration by the Mayor and Council.

Assists in managing administrative functions requiring city-wide coordination such as the annual budget process, the preparation of the annual financial reports.

Serves as staff liaison for the Mayor in communicating with department directors and other city staff; represents the Mayor's Office in interacting with constituency groups, business leaders, and the general public.

Advises the Mayor and City Council on laws, policies and issues affecting city operations and services; develops consensus and direction from elected officials on

local government policies; oversees implementation of programs, policies and directives.

Responds to inquiries, complaints and problems, and provides assistance to department directors, city staff, local and state officials, business and community leaders, citizens, the news media, and the general public.

Mediates grievances and complaints from city employees; represents the city in grievances and lawsuits.

Reviews budget reports, financial statements, requests for proposals, and other documents; makes recommendations and forwards documents for further action as required.

Composes letters, memos, e-mail documents and other materials.

References city ordinances and resolutions, state laws, policy manual, and other materials in performing assigned duties.

Confers with officials from other local, state and federal government organizations or agencies.

Lobbies at the state and national level as needed.

Maintains knowledge of practices and trends in local government management by attending professional seminars and conferences.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public or business administration, or closely related field; supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible positions in public management, finance, and general administration required, preferably in local government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.